



## **Job Posting**

**Position Title:** Program Manager of Early Postsecondary

**Reports To:** Tandra Martin, director of postsecondary coordination and alignment, division of college, career and technical education

**Location:**

Tennessee Department of Education  
710 James Robertson Parkway  
Nashville, TN 37243

**Position Description:**

The Program Manager of Early Postsecondary is responsible for supporting the development, completion, implementation, and monitoring of the department's early postsecondary opportunities, including statewide dual credit and the continued maintenance and development of the early postsecondary database. The program manager is responsible for working closely with the director of early postsecondary and in conjunction with the director of student readiness and the coordinator of school counseling in order to execute and monitor progress on ongoing initiatives to meet the department's goals to grow the amount of students who have access to, are participating in, and are being successful in earning postsecondary credit while in high school.

**Specific Position Responsibilities:**

1. Manage project plans and deliverables of ongoing divisional, cross divisional, and cross agency strategies, projects, and grants for early postsecondary opportunities, including statewide dual credit implementation, partnerships with third party non-profit organizations, and the continues maintenance and development of the early postsecondary database
2. Develop and manage coordinated communications for internal (division and department) and external (various stakeholders) audiences.
3. Conduct and/or facilitate relevant research and data analyses to support identified deliverables and monitor the effectiveness of initiatives, including understanding and interpreting information from available databases and qualitative surveys
4. Plan external stakeholder engagement, including identified visits to school districts and the execution of early postsecondary week
5. Facilitate the development of new statewide dual credit courses by providing course recommendations and coordinating with postsecondary faculty members to ensure the completion of the development process
6. Manage the Code.org partnership to increase the number of students who have access to local computer science pathways



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7. Oversee the implementation of statewide dual credit including collecting of required documentation, ongoing teacher communication, data tracking, and challenge exam administration
8. Organize professional development logistics, meeting preparation, and follow-up reports

### **Qualifications:**

Successful candidate will exhibit the following:

- Excellence
- Optimism
- Sound Judgment
- Courage
- Teamwork

### **Salary and Benefits:**

Salary is competitive and commensurate with qualifications. In addition, a [comprehensive benefits package](#) is included.

### **To Apply:**

Visit <http://agency.governmentjobs.com/tennessee/default.cfm> and search for position "EDUC CONSULTANT 2-011718-165043" under "Current Openings". Applications will be accepted through the State of Tennessee Job Opportunities portal until 11:59 p.m. on Jan. 23, 2018.

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